

BUDGET CALENDAR – ZERO-BASE BUDGETING

FY 2024- 2027 TRIENNIAL OPERATING BUDGET & CIP BUDGET

DATE	ACTION/ACTIVITY
NOV. 14, 2023	BEGIN BUDGET PROCESS KICKOFF <ul style="list-style-type: none"> ▪ City Manager provides general direction to the Budget Team ▪ Finance Director provides overview of Zero-Base Budgeting to the Budget Team ▪ Finance provides direction on data gathering
DEC. 4 – DEC. 21, 2023	FINANCE DEVELOPS BUDGET PARAMETERS AND INSTRUCTIONS <ul style="list-style-type: none"> ▪ ClearGov access provided for training to the Budget Team
JAN. 3 – JAN. 16, 2024	PERSONNEL BUDGET DEVELOPMENT <ul style="list-style-type: none"> ▪ Finance to send FTE counts to Departments for review ▪ Final FTE Count submitted to CMO for approval ▪ HR completes and sends Org Chart to Finance (includes PT equivalent for FT) ▪ Finance uploads data in ClearGov (pending ClearGov’s timeline)
JAN. 17 – FEB. 13, 2024	OPERATING EXPENSE & REVENUE BUDGET DEVELOPMENT <ul style="list-style-type: none"> ▪ Departments enters the supplies and services budget requests in ClearGov ▪ PW Dept. enters CIP requests in ClearGov for budget appropriations. ▪ CMO and Finance to develop Revenue Forecast
FEB. 14 – FEB. 29, 2024	FINANCE COMPLETES ANALYTICAL REVIEW & BALANCES BUDGET <ul style="list-style-type: none"> ▪ Presentation and discussion between City Departments and Finance ▪ Presentation and discussion between CMO and Finance
MAR. 4 – APR. 4 2024	BUDGET BOOK DEVELOPMENT <ul style="list-style-type: none"> ▪ Department narratives and photos due to Finance Department (Mar. 12) ▪ CMO finalizes Budget Message ▪ Finance completes layout and publication (Apr. 4)
APR. 8 – APR. 30, 2024	CITY COUNCIL SETS THE PUBLIC HEARING (APR. 15, 2024) <ul style="list-style-type: none"> ▪ City Clerk to set the Public Hearing and send Public Notice at least 5 days prior ▪ Capital improvement plan presentation to planning commission
MAY 1, 2024	BFLSC BUDGET PRESENTATION (OPERATING-FINANCE DIR. & CIP-PW DIR.)
MAY 6, 2024	CITY COUNCIL BUDGET PRESENTATION & PUBLIC BUDGET HEARING (OPERATING BUDGET-FINANCE DIR. & CIP BUDGET-PW DIR.)
MAY 7 – MAY 13, 2024	FINANCE FINAL PREPARATION OF THE PROPOSED BUDGET & GANN LIMIT
MAY 20, 2024	COUNCIL TO ADOPT OPERATING BUDGET, CIP PLAN, AND GANN LIMIT
JUN. 17 – JUN. 27, 2024	FINANCE, CLEARGOV AND INFORMATION TECH CREATE LINK TO CITY’S WEBSITE
JUL. 1 – JUL. 7, 2024	ADOPTED BUDGET ENTERED IN SPRINGBROOK